

General Admission to the College

Individuals are eligible for admission to the community college if they are high school graduates or the equivalent, or if they are eighteen years of age or older and able to benefit from a program at the community college. Dual enrollment students will be admitted according to the provisions in the current Virginia Plan for dual enrollment. Other persons not meeting these admissions criteria may apply to the college for special consideration for admittance. The College reserves the right to evaluate and document special cases and to refuse admission to applicants if such refusal is considered to be in the best interest of the College. Students may be denied admission if there is reason to believe that they present a danger to themselves, other students, faculty members and/or staff. By accepting an offer of admission, the student agrees to adhere to the statement of student rights and responsibilities included in the Student Handbook portion of this catalog.

Curricular Students

Curricular students are those who wish to pursue, on a full- or part-time basis, the completion of a degree or certificate offered by the College. For curricular students, the following items are required for official admission:

- A completed College Application for Admission with social security number requested.
- A completed Application for Virginia Domicile (for students requesting in-state tuition rates).
- An official high school or GED transcript.
- Official transcripts from all colleges and universities attended.

High school transcripts may not be required if the record is more than ten years old or the student has completed 20 semester hours (or equivalent) at a regionally-accredited college or university. However, admission to the nursing programs requires submission of high school and college transcripts.



Noncurricular Students

Noncurricular students do not currently intend to apply credits toward completion of a program of study (degree or certificate) offered by the College. A noncurricular student is, therefore, not formally admitted to one of the curricula. For noncurricular students, the following items are required for admission:

- A completed College Application for Admission with social security number requested.
- A completed Application for Virginia Domicile (for persons requesting in-state tuition rates).

Inquiries and requests for information pertaining to admission to the College should be addressed to:

Admissions and Records Office

Germanna Community College
2130 Germanna Highway
Locust Grove, VA 22508
Telephone:
(540) 423-9122 Locust Grove Campus
(540) 423-9888 TTY Locust Grove Campus
(540) 891-3020 Fredericksburg Area Campus
(540) 891-3059 TTY Fredericksburg Campus

Assessment/Placement

Assessment of skill level is mandatory for all new students. Placement testing may be required as part of that assessment. To ensure appropriate placement in beginning classes, new students must demonstrate that they possess the necessary skills in reading, writing, and mathematics before registering for classes that require proficiency in these skills. This may be accomplished in one of the following ways:

- Take Germanna's placement tests
- Submit current SAT, ACT or placement test scores from another Virginia community college
- Present evidence of math and/or English credit earned at another accredited college

To determine if placement tests are required, contact the Counseling Center for information on the placement testing policy. Students should take placement tests prior to the beginning of the term in which they plan to start classes. An Application for Admission must be on file in the Admissions and Records Office before taking the tests. Taking placement tests early is extremely important. Those students who delay testing until near or during the final registration period could experience a lengthy waiting period for counseling and advising sessions. They will also register late and may not be able to enroll in the classes of their choice due to filled classes. Students must make an appointment to take placement tests. Contact the Counseling Center at the Locust Grove Campus (telephone: 540-423-9125; TTY: 540-423-0999) or the Fredericksburg Area Campus (telephone: 540-891-3021; TTY: 540-891-3059). Students with learning or physical disabilities may request accommodations when making their placement test appointment.

Readmission

A student who interrupts his/her enrollment at the College for more than three years is required to submit an up-to-date Application for Admission and Application for Virginia Domicile. This application must be submitted before registering for classes.

Admission to Specific Curricula

In addition to the general admission requirements, specific requirements are prescribed for each curriculum of the College. The specific requirements for each curriculum are listed in the Programs of Study section of this catalog. Students applying for admission to an Associate Degree program (Associate in Arts & Sciences or Associate in Applied Science) must be high school graduates or the equivalent, or otherwise be considered eligible by the College. Nursing Admission: Requirements for admission into the nursing programs are specific, and admission is selective and competitive. Residents of Germanna's service region in Caroline, Culpeper, King George, Madison, Orange, Spotsylvania, Stafford and the City of Fredericksburg will be offered priority consideration for admission.

Admission of Transfer Students

Normally, transfer students who are eligible for reentrance at the last college of attendance are also eligible for admission to Germanna Community College. Transfer students who are ineligible to return to a particular curriculum in a previous college generally may not be allowed to enroll in the same curriculum in the community college until one semester elapses or until an approved program at the college is completed. The admissions committee of the college shall decide on each case and can impose special conditions for the admittance of such students. Students transferring from another college or university should consult the Admissions and Records Office for an evaluation of transfer credit in order to determine their standing before registering for classes. Official transfer credit evaluations will be completed when all official transcripts and a Request for Evaluation of Transfer Credit form are received by the Admissions and Records Office. Coursework transferred to Germanna Community College must represent collegiate coursework applicable to the student's curriculum, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in Germanna's curricula. Collegiate coursework from regionally accredited institutions typically meets the above criteria. No credit will be given for courses with grades lower than "C." Grade point averages from prior institutions will not be transferred. Transfer students may be advised to repeat courses if it would clearly be advantageous to their curriculum advancement. For more information about transfer credit and advanced standing, please refer to "Transfer Credit and Advanced Standing" found in the Academic Information section of this catalog or contact the Registrar.

Admission of High School and Home School Students

Based on the guidelines developed and approved by the State Department of Education and the Virginia Community College System, Germanna Community College provides opportunities for qualified high school junior and senior level students to enroll in traditional credit courses at the College. Although the enrollment of high school students has the potential to enrich their academic program, it is not meant to substitute for their traditional high school or home school experience. Therefore, Germanna has developed the following admission and registration procedures to assist them in meeting their educational goals.

High School Students must:

- Complete a Germanna Application for Admission and Application for Virginia Domicile (for students requesting in-state tuition rate).
- Provide documentation of attainment of eleventh grade level or above by providing an official high school transcript.
- Provide a completed High School Student Permission to Enroll form signed by a high school counselor or principal.
- Demonstrate that they possess specific prerequisite skills by taking Germanna's placement tests or submitting ACT or SAT scores. All students who take the placement tests are required to take the reading and writing tests. Students wishing to register for a class in mathematics must also complete the mathematics placement test.
- Submit all required documentation to a counselor in Student Services at Germanna prior to admission. Following counselor assessment and approval, high school students will be eligible for admission to the College, receive academic advising, and register for classes. Prospective students may be required to meet with the Dean of Student Services prior to admission.
- See the College counselor prior to each subsequent registration for course approval.

Home School Students must:

- Complete a Germanna Application for Admission and Application for Virginia Domicile (for students requesting in-state tuition rate).
- Provide documentation of attainment of eleventh grade level or above, such as the Stanford 9 achievement test.
- Provide a current copy of a signed home school agreement between the appropriate school system and the authorizing parent or guardian.
- Provide a written recommendation from the home school teacher or tutor.
- Demonstrate that they possess specific prerequisite skills by taking Germanna's placement tests or submitting ACT or SAT scores. All students who take the placement tests are required to take the reading and writing tests. Students wishing to register for a class in mathematics must also complete the mathematics placement test.

- Submit all required documentation to a counselor in Student Services at Germanna prior to admission. Following counselor assessment and approval, home school students will be eligible for admission to the College, receive academic advising, and register for classes. Prospective students may be required to meet with the Dean of Student Services prior to admission.
- See the College counselor prior to each subsequent registration for course approval. The College reserves the right to evaluate special cases and to refuse admission to an applicant when such action is in the best interest of the College and/or the applicant. The College also reserves the right to limit the number and type of courses a student may take if they do not possess a high school diploma or equivalent. High school/home school students are not permitted to enroll in developmental studies courses at the College, as this level of instruction should be available in the high school or home school program. Because Germanna strives to maintain a mature academic environment, high school/home school students admitted under the special provisions will be subject to all rules, policies, procedures, and standards of conduct described in the Germanna Community *College Catalog and Student Handbook*.

High School Dual Enrollment Program

Germanna Community College, through the Virginia Plan for Dual Enrollment, offers qualified students in participating regional high schools an opportunity to earn both high school and college credit by taking Germanna Community College courses at their high school. Students interested in the dual enrollment program should contact their high school guidance office, or visit the Counseling Center's web site on Germanna's home page for additional information.

Admission of International Students

The College is unable to process applications of students applying from abroad or those requiring the College to initiate or maintain an F-1 student visa. It is the policy of the College to admit qualified foreign students already residing in the service area. Germanna Community College admits applicants who are immigrants residing in Virginia who have graduated from a Virginia high school with a high school diploma or equivalent, even if they are not able to document their legal presence. Applicants who are undocumented will pay tuition at the out-of-state rate. For further information, contact the Admissions and Records Office.

Registration Information

Registration is conducted at the College prior to the beginning of each semester. Registration dates are listed in the current *Schedule of Classes*. Qualified students may register online, or in person at either campus regardless of the location where the class is to be taught. All students are encouraged to register for classes as early as possible. Registration is not complete until tuition is paid.

New Students/Readmitting Students: A new/readmitting student has not enrolled for credit courses at Germanna Community College in the last three years. New/readmitting

students must submit an Application for Admission to the Admissions and Records Office prior to being assessed and registering for classes.

Continuing Students: A continuing student is one who has enrolled for credit courses at Germanna Community College within the last three years. Registration procedures for new/readmitting students and continuing students can be found in the current *Schedule of Classes*. Questions regarding registration should be directed to the Admissions and Records Office at either campus. Phone: Locust Grove Campus (540-423-9122), Fredericksburg Area Campus (540-891-3020).

Tuition and Fees

Tuition and other fees are subject to change after the printing of the catalog. Current tuition and refund policies are printed in each semester's *Schedule of Classes*. Tuition and fees in effect at the time of publication of the College Catalog are as follows:

In-State Residents	\$76.65	per credit hour
In-State Distance Education	\$76.65	per credit hour
Out-of-State Residents	\$248.80	per credit hour
Out-of-State Business Contract Rate	\$96.65	per credit hour
Out-of-State Military Contract Rate	\$76.65	per credit hour
Out-of-State Distance Education	\$169.44	per credit hour

The above rates include tuition and all fees applicable. Any other third party fees charged for courses are between the student and the party providing the service for the course. These extra fees are not always covered by financial assistance. Please check ahead of time to see if they are covered.

Tuition: Tuition charges are set by the State Board for Community Colleges and are subject to change. Please check the "Students" section of Germanna's website at <http://www.germanna.edu> for current rates.

Student Activity Fee: A student activity fee of \$0.50 per credit hour is charged to all students. Payment of the student activity fee entitles the student to attend all cultural and entertainment events and to use all College recreational facilities. This fee is due upon payment of tuition.

Parking Fee: A parking fee of \$1.25 per credit hour is charged to all courses. Payment of the parking fee is used to maintain the parking areas. This fee is due upon payment of tuition.

Instructional Technology Fee: An instructional technology fee of \$3.50 per credit hour is charged to all students. Revenue from this fee will be used to update and improve instructional tools such as LANs and computer hardware, software and peripherals.

Capital Fee: A capital fee of \$3.00 per credit hour is charged to all out-of-state students, including out-of-state contract students. This fee is to offset bond expenses for capital construction. The college collects this fee but does not retain it.

Indirect Cost Fee: An indirect cost fee of \$31.00 per credit hour is charged to all out-of-state Distance Education courses. This fee is to offset related expenses incurred by the VCCS system. The College collects this fee but does not retain it. All student accounts (for example, with the business office or library) must be paid in full before students can register for classes or receive grades, degrees, certificates, or transcripts.

Books and Supplies: Students are expected to obtain their own books, supplies and consumable materials needed in their studies. The estimated cost of these items is \$600.00 per semester for the average full-time student, depending upon the degree program in which the student is enrolled.

Eligibility for In-State Tuition Rates

The College makes an initial determination of a student's eligibility for in-state tuition rates based on the information provided by the applicant and/or the applicant's parent, legal guardian or spouse on the Application for Virginia Domicile. Eligibility is determined by using State Council of Higher Education guidelines pertaining to Section 23-7.4 of the Code of Virginia.

Generally, in order to be eligible for in-state tuition rates, the student must have been legally domiciled in Virginia for a period of at least one full year prior to the beginning of the planned term of enrollment at the College. Domicile is a technical, legal concept which means more than simple residency in the Commonwealth of Virginia. In order to be considered a Virginia domiciliary, a student must demonstrate through clear and convincing evidence his/her intention of remaining in Virginia indefinitely.

Demonstration of intent is usually accomplished through objective evidence. A student under the age of 24 generally assumes the domicile of the parent(s) or legal guardian(s), unless the student has been legally emancipated or meets criteria for independent student status. A student who has been classified as out-of-state for tuition purposes will be notified in writing of the domicile determination. Additional information about eligibility may be obtained from the Admissions and Records Office.

Domicile Appeal: Students who disagree with an initial determination of eligibility may appeal the decision following the "Domicile Appeals Process" outlined in the Student Handbook section of this catalog.

Changing Status: If the student initially enters the College as an out-of-state student and believes subsequently to have achieved Virginia domiciliary status, an Application for Virginia Domicile must be submitted to the Admissions and Records Office. If a determination is made in the student's favor, the student will become eligible for in-state tuition rates for the next semester in which the student enrolls.

Expenses – How to Pay

Tuition and fees may be paid by cash, check, money order, or credit card (American Express, VISA or MasterCard). Checks or money orders must be made payable to

Germanna Community College and must be for the exact amount owed by the student. Tuition and fees are not considered paid until check, money order or credit card payment is honored by the paying agent. To help meet your educational expenses, Germanna Community College provides FACTS tuition payment plan. "FACTS" is available at both campuses and to all students at the College. You may enroll in this plan or review the available monthly payment options online at www.germanna.edu. Any other third party fees charged for courses are between the student and the party providing the service for the course. These extra fees are not always covered by financial assistance. Please check ahead of time to see if they are covered.

Returned Checks and Late Charges

Students who have a check returned due to insufficient funds will have their tuition payment voided, must reregister for all classes in accordance with the registration schedule, and will be assessed a \$10.00 processing fee. Also, check cashing privileges for the student are revoked and the student will not be able to pay with a check in the future. Past-due amounts are subject to interest and late fees of 1.5% per month (18% per annum). Accounts referred to an outside collection agency shall incur the costs charged to the College for collection. A student who has a financial obligation to the College beyond the date due, for any reason, or who has books or materials outstanding from the Learning Resources Division beyond the due date will be denied all services, including the issuance of transcripts and permission to register.

Refund Policy

Students may drop courses and receive a full refund through the refund dates indicated in the Semester Calendar and the Short Session Calendar listed under "Important Dates & Times." Students may either submit a Drop/Add Form to the Admissions and Records Office, or, if a returning student, may drop their courses online. Refunds will not be authorized after the refund deadline unless mitigating circumstances are documented and approved by the Vice President for Academic Services. Regular refunds are processed after the "Last Day to Drop with Refund" and take approximately 15 business days to be received by mail. If a refund is to be credited against a credit card, the card will be credited also within the 15 business days or sooner if specifically requested by the student. After the advertised refund period, there will be no refund. All requests for exceptions to the policy should be addressed in writing to the Vice President of Academic Services.

Note: If a student is eligible for a refund and has an outstanding debt to another State agency, the Commonwealth Treasurer's Office may apply the refund to the outstanding debt. Otherwise, the refund check will be mailed from the Commonwealth Treasurer's Office to the address on the student's record regardless of who actually made payment.

AA, AS, AAS, and Certificate seeking students will have a maximum of 150% of program length during which time they may qualify for financial aid. If a student completely withdraws from school, a refund will be processed in accor-

dance with the preceding rules regarding either a regular or credit card refund.

Financial Aid Information

Germanna offers complete financial aid services and programs at both the Locust Grove Campus and the Fredericksburg Area Campus. Staff members at both campuses are available to provide information and assistance with financial aid programs.

What is Financial Aid?

Student financial aid is money received from an outside source to assist the student in paying for the costs of higher education. Financial aid is available from the state and federal governments, the Germanna Educational Foundation, and private organizations.

Who is Eligible for Financial Aid?

Federal and State Aid: Students must apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA). The results of the FAFSA must be released to Germanna Community College and must indicate that you have financial need. To qualify for federal or state financial aid at Germanna, students must be accepted for admission as a regular student in an eligible degree program of study, must maintain satisfactory academic progress, and must not be in default on a student loan or owe a repayment to a federal grant. Students must be a U.S. citizen or eligible non-citizens. Students who have not graduated from high school or received a GED must demonstrate an "ability to benefit" for their academic program by satisfactory performance on an "ability to benefit" test which is scheduled by the college. State funds are only available for students domiciled in Virginia. All other federal and state requirements must be met.

Local Scholarship Aid: Qualifications for each local scholarship are determined by the donating organization or business. Current scholarship announcements are posted on the bulletin boards outside the Financial Aid Office on each campus and on the Germanna web site.

Satisfactory Academic Progress Standards for Financial Aid Recipients

Students must maintain satisfactory progress in order to receive any Federal Title IV or state financial aid. Satisfactory academic progress will be evaluated at the end of each term.

AA, AS and AAS Degree seeking students will have a maximum of approximately 96 attempted credit hours during which time they may qualify for financial aid. (Actual maximum credit hours is 150% of the number of credit hours required to complete the program. This may be slightly more or slightly less than 96 credit hours.) Once a student has reached this maximum credit hour limit, their eligibility for aid will be exhausted. Changes of programs do not extend these time limits. All enrollments at the school are counted toward the maximum limit whether or not the student received aid. Certificate programs are limited to 150% of the

number of credit hours required to complete that program. Courses may be repeated once. Courses repeated more than once are not eligible for financial aid. All repeated courses are counted toward the maximum credit hour limit. Transfer credits are counted as credits attempted.

Standards of Satisfactory Progress

Students must meet all of the following conditions in order to make satisfactory academic progress. Total credits attempted must be less than 150% of the program length. Students must earn a grade of A, B, C, D, R, or S in at least 67% of all credits attempted on a cumulative basis. Grades of F, I, U, W and X are not considered satisfactory grades. Students who have attempted 1-19 credits must have a minimum cumulative GPA of 1.75. Students who have attempted more than 19 credits must have a minimum cumulative GPA of 2.00. Students are limited to a total of 24 semester hours in developmental courses.

Loss and Reinstatement of Eligibility

Students who do not meet these standards will be notified in writing of the reason(s) for the loss of eligibility. A student may appeal the loss of their eligibility, in writing, to the Financial Aid Office by completing a Satisfactory Academic Progress Appeal Form. The Satisfactory Progress Appeal Committee will consider appeals and the Financial Aid Office will notify the student of the decision. All appeals must be supported by documentation or will not be considered.

A student who chooses not to appeal or whose appeal is denied may return at his/her own expense and complete the classes necessary to meet the required standards to reinstate their aid.

Refunds and Repayment for Title IV Financial Aid Recipients

Change In Enrollment Status During the Full Refund Period

If a student fails to establish attendance, officially drops a class during the full refund period, or has a class cancelled, his/her eligibility for Financial Aid funds will be reduced accordingly. If the student receives funds based on the higher enrollment level, he/she must repay the difference between the grant for the higher enrollment level and the grant for the lower enrollment level. Students who fail to begin attendance in all classes are not eligible for financial aid and will be required to repay all financial aid funds received.

After the Refund Period

Students who stop attending class and receive Grades of F, U, W, I, or X may be required to repay a portion of the total federal aid received. Students receiving grades of F, U, W, I or X may lose eligibility for further financial aid funds. Students may have to repay financial aid funds under the following circumstances:

1. If a student withdraws from all classes after the refund period, or
2. If a student fails to begin attendance in one or more classes, or
3. If a student stops attending all classes for the semester.

Withdrawal from College

If a student withdraws (or stops attending classes) from college at any time during the semester, the student may be required to repay a portion of the grant aid received. The amount of repayment due is calculated based on the student's withdrawal date. Repayments from students shall be returned to the programs from which the student received funds, as specified in Federal Regulations. Work Study earnings are not included in the repayment calculation. Students who stop attending class and receive grades of F, U, W, I or X may be required to repay a portion of the total federal aid received.

Repayment Calculation

Students who complete more than 60 percent of the term are not required to make a repayment. Students who withdraw from all classes prior to completing percent of the term will be Required to repay all or part of the aid received.

Types of Financial Aid at Germanna

Federal Pell Grant: Pell Grants are awarded to undergraduate students who have not earned a bachelor's or professional degree. The maximum Pell Grant is around \$4,000.

Federal Supplemental Educational Opportunity Grants (SEOG):

SEOG is a federal grant for undergraduates with exceptional need. Since these funds are limited, only Pell Grant recipients with the lowest Estimated Family Contribution will receive these grants which typically range from \$400 to \$800 at Germanna. Recipients must be enrolled at least half-time.

College Scholarship Assistance Program (CSAP): This need-based state grant is available for Virginia domiciled students who are enrolled at least half-time in a qualified degree program. At Germanna, awards range from \$400 to \$800.

COMA: (Commonwealth Awards): The Commonwealth grant provides grants to qualified students who are domiciled residents of Virginia. Students must be enrolled at least half-time (6 semester credits) in a qualified degree program. The Commonwealth Awards must not exceed the cost of tuition and fee charges. Awards typically range from \$400 to \$800.

Virginia Guaranteed Assistance Program (VGAP):

Full-time Virginia domiciled dependent student who graduated from a Virginia high school with at least a 2.5 grade point average may apply for this state grant program. Students must be a first-time freshman and may qualify for renewal awards.

Part-time Assistance Program (PTAP): This state-funded, need-based grant program is available for Virginia students who are enrolled in three to five credits in a qualified degree program. The grant will cover up to the cost of tuition. Fees must be paid by the student.

Federal Work-Study (FWS): This program provides part-time jobs for students who demonstrate financial need and

are enrolled at least half-time (6 credits). Student class schedules, curriculum and job skills are considered in assessing jobs. Most employment is on-campus; however, additional employment opportunities have been established for off-campus community service employment. Students are paid bi-weekly.

Germanna Work Program: The Germanna Wage Program provides employment opportunities to students who do not qualify for need based work study. Students must complete a Free Application for Federal Student Aid to apply for the Germanna Work Program. Students must meet the same academic standards as Federal work-study students and have special qualifications which may be used to further the aims and philosophy of the institution. Students are paid bi-weekly.

Alternative Student Loans: Germanna Community College does not participate in the federal Stafford or PLUS loan programs. The college does certify alternative loans for eligible students. Lenders require that alternative loan borrowers be credit worthy. In many cases, a credit worthy co-signer is required by the lender. Different lenders have different definitions of credit worthiness. Please contact your lender for more information.

Germanna Guarantee Scholarship Program: The Germanna Community College Educational Foundation may award scholarships to students who demonstrate financial need. Scholarships provide assistance for tuition, books or other educational expenses. Applications are available in the Financial Aid Office.

Short-term Loans: The Short Term Loan provides assistance for the payment of tuition and books. The maximum loan amount is \$200.00. Applications are available in the Financial Aid Office.

State Tuition Assistance Programs

Virginia War Orphans Education Program: Children ages 16 to 25 of certain wounded, disabled, or deceased Virginia veterans or armed services personnel may be eligible for educational assistance.

Children of Law Enforcement Officers and Fire Fighters: Children ages 16 to 25 of Virginia law enforcement officers, firefighters, or rescue squad members who have been killed in the line of duty may be eligible for full tuition and fees.

Senior Citizens: Senior citizens may apply for free tuition and fees provided for by the Senior Citizens Higher Education Act. Students at least 60 years of age who have been domiciled in Virginia for at least one year are eligible to audit credit courses tuition-free. Additionally, if their federally taxable income did not exceed \$15,000 for the year preceding enrollment, they may take courses for credit without cost on a space-available basis. Regardless of income, eligible senior citizens may take up to three noncredit courses free of charge each semester on a space-available basis. Please contact the Admissions and Records Office for details and assistance.

Veterans Information

The College makes every effort to assist active-duty military personnel and veterans in their academic pursuits. Many of Germanna's programs of study are approved by the Virginia Department of Education for the payment of veterans educational benefits. Application forms and assistance with benefits are available in the Admissions and Records Office at either campus. Questions regarding eligibility for education benefits or VA policies and procedures may also be directed to:

Department of Veteran Affairs
P.O. Box 4616
Buffalo, NY 14240-4616
Telephone: (888) 442-4551
www.va.gov

Students using their benefits for the first time must complete the Application for Education Benefits (VA Form 22-1990) and provide an original or court certified copy of their discharge papers (DD-214). Students who believe they are eligible for dependents' educational benefits should complete an Application for Survivors' and Dependents' Educational Assistance (VA Form 22-5490). Veterans who have used their benefits at another school must complete a Request for Change of Program or Place of Training (VA Form 22-1995).

Enrollment changes: When receiving veterans benefits, a student must report any enrollment changes promptly to the Admissions and Records Office. Status changes include change of curriculum, reduction/increase in course load, withdrawal, suspension, dismissal, etc.

Note: Enrollment changes may adjust a student's entitlement to benefits.

Educational benefits will not be given for audited courses or courses from which the eligible student withdraws, is administratively withdrawn, or receives a final grade of "W," unless the VA finds mitigating circumstances involved in the withdrawal. Also, educational benefits are only available for courses required in the eligible students' curriculum or those developmental courses required in preparation for meeting curricular requirements.

Standards of progress: The Veterans Administration requires that students receiving veterans benefits maintain satisfactory academic progress. The College is required to submit to the VA an unsatisfactory progress notification for any student placed on academic suspension or dismissal.

Veterans Tuition Assistance Program: In addition to regular monthly benefits, the VA will also pay for tuition assistance for qualified students.

Work-Study for Veterans and Dependents: Eligible students may qualify for the Veterans' Work-Study Program if they are enrolled at a three-quarter time rate of attendance. For further information, eligible students may contact the Admissions and Records Office.

Counseling Center

A professional counseling staff is available to assist students in solving problems which may interfere with their academic progress at Germanna. Contact the Counseling Center at either campus for hours of operation. Students may make appointments with a specific counselor or walk in and be seen by the first available counselor. Evening appointments are also available at both campuses. Please visit the Counseling Center's web site on Germanna's home page for additional information.

Academic and Career Planning: Academic and vocational plans, goals, and opportunities may be discussed and explored with a counselor. Careful consideration is given to motivation, abilities, aptitudes and past achievements, when assisting a student to select a program. Appropriate tests and inventories, including Virginia View, and computerized career guidance programs are also available to help in decision making.

Career Development Services: The Counseling Center provides resources for students who have career development concerns. A variety of resources is available free of charge. Career services are available to employers, community members, alumni, and currently enrolled students. Students are encouraged to make an appointment to use these services to ensure that personnel are available to provide assistance and direction. Contact the Counseling Center to schedule an appointment. Additional information on career development may be found on the Counseling Center's web site on Germanna's home page.

Career Development Services include:

- A job vacancy bulletin board listing full- and part-time positions.
- Annual career fairs held each Spring at both campuses providing students the opportunity to discuss potential careers and possible job opportunities with local and regional employers.
- Several computer career assessment tools available for self-assessment and career research.
- A list of Internet resources, including the Virginia Employment Commission job listing.
- A career resources library housing videos, books and written materials covering the spectrum of career search concerns.
- Individual and group counseling sessions on topics such as choosing a career, career planning, writing a resume, job hunting tips, cover letters and thank you notes, and the hidden job market.
- A Cooperative Work Education (CWE) program for qualified occupational-technical students to earn academic credit for supervised and sponsored quality work experiences. The CWE program gives students an opportunity to obtain academic credit for the learning that takes place in a structured, supervised, and paid work experience related to their career and program goals.

Personal: Sometimes college students may be confronted with new and perplexing situations which create pressures and anxieties that require professional assistance. The counselors are trained to give individual help on a strictly confidential basis. Appropriate referrals are made when necessary.

Support Groups: The counselors provide group counseling experiences for students when there is interest and when this type of experience is considered beneficial (for example, test anxiety, Disabilities Support Group, etc.). Students may contact the Counseling Center if they are interested in initiating and/or participating in a support group.

College Success Skills: The Student Development (SDV 100) course is required in all degree programs and must be taken during a student's first 16 credit hours. The course is designed to assist students in developing and practicing skills and strategies which promote a successful college experience. The course is developed by the counseling staff. Other SDV curriculum choices focus on planning and leadership development and may be substituted for SDV 100.

New Student Workshops: These information sessions are available each term. New students should schedule a workshop to be attended after taking the placement tests. Students who have taken the SAT should submit their scores or college transcripts before attending the workshop. General information about the College and the registration process is provided. Counselors and faculty advisors assist new students in selecting classes for their first semester and completing their registration forms.

Testing: A variety of tests, inventories, and assessment tools are available in the Counseling Center. By recommendation of a counselor, tests are used as a resource tool in the counseling process. Tests for determining career interests, for measuring study habits and attitudes, as well as educational ability levels are available. These tools can help students better understand themselves, their interests, motivations, abilities, and occupational and life goals. Frequently, tests are recommended by the counselor during conference, but they are also available upon request.

Academic Advising: The counseling staff provides assistance in program selection for new students and in course selection for undecided and non-degree students.

Transfer Planning: Counselors are available to help students plan for transferring to another college. Catalogs and transfer information from most Virginia colleges; books which provide profiles of American colleges; and eCHOICES Planner, an Internet program, are available in the Counseling Center. These materials will allow the student to carefully plan a transfer program. The counselors can help weigh factors to be considered in making transfer choices (for example, admissions standards, school size, application deadlines, number of hours and courses accepted for transferring, etc.). A college tour is scheduled annually in the fall semester. Representatives from most Virginia four year colleges and some from other states will visit Germanna to discuss their colleges with interested students.

Services for Students with Disabilities

Students with disabilities who will need accommodations to fully participate in the programs and services offered by Germanna Community College are encouraged to register with the Special Needs Counselor at either the Locust Grove or Fredericksburg Area Campus. To be eligible for services, students must submit appropriate medical documentation of their disability. Services are provided based on each student's individual needs. Services may include, but are not limited to: orientation to campus, academic accommodations, physical barrier removal, liaison with faculty and staff, and/or information and referral. Special Needs Counselors are located in the Counseling Center on each campus.

In the event that an accommodation request is denied, students may refer to the grievance procedures for students with disabilities. This grievance procedure is outlined in the Germanna Community College Access Policy found in the College-Wide Policies section of this catalog.

Middle College

Middle College provides individuals between the ages of 18 and 24 an opportunity to attain a GED and enroll in a variety of courses that will help them become successful, productive members of their communities. Through this program, students can enhance basic workforce skills through project-based learning, have access to remedial courses when necessary, accumulate community college credits applicable towards a degree, diploma, or certificate and attain an ACT Work Keys workforce readiness certificate. The program is free to those individuals who meet the admission criteria; however, the program is limited to 35 students each semester. For more information on the Middle College program, contact the Middle College Program Director at (540) 423-9121.

Student Activities and Student Policies

Information on student activities, student government and clubs, and policies governing student life are included in the "Student Handbook" portion of this catalog. The activities and policies are administered by the Office of the Dean of Student Services at both campuses.



